

# ARUNESH PRABEN

## STUDENT

---

Aruneshpraben031@gmail.com

9363665158

LinkedIn profile

---

## EDUCATION

B.tech information technology

March 20xx – December 20xx

**Office manager**, *Nod Publishing*

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be brief.

August 20xx – March 20xx

**Office manager**, *Southridge Video*

Summarize your key responsibilities and accomplishments. Here again, take any opportunity to use words you find in the job description. Be concise, targeting 3-5 key areas.

---

## EDUCATION

Sep 20xx - May 20xx

**Associate degree**, H.R. Management, Bellows College

---

## SKILLS

Project management  
Organization

Data analysis  
Problem-solving

Communication  
Management